

# ***The Iowa Council on Homelessness***

## **DRAFT MINUTES EXECUTIVE COMMITTEE MEETING**

Date/Time: Wednesday, April 15, 2015 at 11 AM  
Meeting Location: The Iowa Finance Authority; McNarney Conference Room  
Address: 2015 Grand Avenue, Des Moines, Iowa 50312

A regularly scheduled meeting of the Executive Committee for the Iowa Council on Homelessness was held on Wednesday, April 15, 2015.

### **OPENING**

Chair Phillips opened the April 15th meeting of the Executive Committee at 11 AM. The following voting members were present: Axeen, Beilke-McCallum, Brustkern, Canganelli, Hagen, Munsterman-Robinson, Phillips, Timm, and Wilson. A quorum was established.

### **APPROVAL OF AGENDA – ACTION ITEM**

On motion by Mr. Beilke-McCallum and seconded by Mr. Timm, the agenda was unanimously approved for the April 15, 2015 meeting.

### **APPROVAL OF MINUTES – ACTION ITEM**

On motion by Mr. Axeen and seconded by Mr. Brustkern, the minutes for the February 20, 2015 meeting were unanimously approved.

### **COMMITTEE UPDATES**

**Nominating** (*Ben Brustkern*): Mr. Brustkern mentioned many Iowa Council on Homelessness member's terms will be coming up for renewal by June 30, 2015. Mr. Brustkern asked the committee members if a letter should be sent to remind the ICH members that they will have to renew their terms if they wish to continue to serve. Ms. Phillips felt an email and then letter from the ICH chair if there is no response regarding a member's renewal would be appropriate.

Next, Mr. Brustkern and the committee discussed beginning to track non-ICH Council/Committee member attendance at meetings for Continuum of Care application purposes. Lastly, Mr. Brustkern noted that Nominating Committee meetings will be held on a recurring schedule (the third Tuesday of non-council meeting months).

**Continuum of Care** (*Zeb Beilke-McCallum*): Mr. Beilke-McCallum put forth a recommendation from the Continuum of Care Committee to exempt YWCA Clinton from completing the narrative portion of the Continuum of Care application due to the challenges encountered with voluntary reallocation and placing them at the top of the project ranking.

Axeen: aye  
Beilke-McCallum: aye  
Brustkern: abstain  
Canganelli: abstain  
Hagen: abstain

Munsterman-Robinson: aye  
Phillips: aye  
Timm: aye  
Wilson: aye

# *The Iowa Council on Homelessness*

The motion passes. 6 affirmative; 3 abstentions.

The Committee is interested in developing a report for the YWCA Clinton to submit, in lieu of the Renewal Narrative Application. It would serve two main purposes: first, it would provide a close-out report with the final outcomes of the old CoC Transitional Housing project that ended recently; second, it would serve as an update regarding starting the new Rapid Rehousing project that was recently funded by HUD as a new/reallocated CoC project. The second purpose would be especially to help other agencies that may be interested in pursuing the process of reallocation, and it would outline some of the challenges and lessons learned. The Committee did not create this report yet.

Family Alliances for Veterans of America was not required to submit a proposal based on them not being eligible to add to CoC list yet. Ms. Phillips requested Ms. Lewis to take a look at this discussion to make sure it was correct that FAVA should not be added to the list until next year or after.

\*\*\*

Mr. Beilke-McCallum put forth another recommendation from the Continuum of Care Committee that the two lowest scoring renewal projects be designated for reallocation. The funds from these projects would be made available for competition from either an alternative new project proposed by the same applicant, or another new proposed by a different applicant.

Axeen: no  
Beilke-McCallum: aye  
Brustkern: abstain  
Canganelli: abstain  
Hagen: abstain

Munsterman-Robinson: no vote recorded  
Phillips: no  
Timm: aye  
Wilson: no

The motion did not pass. 3 no; 2 affirmative; 3 abstentions, 1 vote not recorded. The decision for voting in favor of possibly not funding the two programs that were ranked at the bottom or the lowest scoring in the ranking of the CoC list did not pass as offered by the CoC Committee as a recommendation for action. Therefore, it will remain for the council to consider the issue further at the May or another future meeting.

\*\*\*

Mr. Timm noted that it may be best for the ICH to determine the number of projects that could be subject to reallocation and to amend the CoC timeline to reflect this. Mr. Wilson seconded the motion.

Axeen: no  
Beilke-McCallum: no  
Brustkern: abstain  
Canganelli: abstain

Hagen: abstain  
Munsterman-Robinson: no vote recorded  
Phillips: aye  
Timm: aye

# ***The Iowa Council on Homelessness***

Wilson: aye

The motion passed. 3 affirmative; 2 no; 1 vote not recorded.

**Policy and Planning** (*Crissy Canganelli/Tony Timm*): No update. Recurring schedules for this committee are the first Tuesday of every month.

**Public Awareness** (*Stefanie Munsterman-Robinson*): No update provided.

**Research and Analysis** (*David Hagen*): Mr. Hagen noted that he is working on getting a co-chair for the committee and that the committee is waiting on Point in Time (PIT) Count numbers to review. The next meeting is scheduled for April 20, 2015.

**Coordinated Intake** (*David Hagen*): Mr. Hagen stated that the committee is working on a survey monkey tool for local homelessness coordinating boards.

## **IOWA FINANCE AUTHORITY UPDATES**

Mr. McRoberts made the committee aware that Stacy Martin with Project Concern in Dubuque would like to share a recent success at the May ICH meeting. Ms. Martin's organization's success in developing collaboration with a local mission to bring them into the HMIS network – this will improved the Iowa Balance of State's bed coverage numbers.

Mr. McRoberts also brought it to the Committee's attention that there is an initiative called the HUD Housing and Health TA Initiative that is seeking applications for technical assistance. Ms. Phillips thought a letter of intent would be best first, followed by a possible application for this.

## **OLD BUSINESS**

Mr. McRoberts noted that the 2015 HUD Homelessness Symposium will be held June 3-4, 2015 in Des Moines. Up next on the agenda Mr. McRoberts noted that due to time, another Executive Committee meeting may be needed to review and recommend comments and suggestions that had been turned in for the annual Governance Charter review. The committee confirmed another date would be needed to do this.

The Committee decided to meet at 9 am on Friday before the next Iowa Council on Homelessness full meeting to discuss the CoC/Council Governance Charter. Items for possible changes to Governance Charter: (1) Institute for Community Alliances should not be mentioned by name in case it every changes. They should be referred to as the HMIS Provider throughout the document. (2) Secretary duties need to be added to this charger. Mr. Wilson will work on drafting out some duties & sending it out to the Exec. Committee prior to the meeting. When the Committee gest these updates, it will be added to the suggested comments to post to the website prior to the meeting if at all possible. (This is not a requirement as anyone can add comments at anytime during this discussion.)

## **NEW BUSINESS**

# ***The Iowa Council on Homelessness***

None.

## **SET AGENDA FOR MARCH ICH MEETING**

Items that will appear on the next ICH agenda for May 15, 2015, include voting on changes/suggestions to the ICH governance charter. A report on the status of the 501(c)3 advocacy group will be included as well. Mr. Beilke-McCallum will give a report on the Gates Foundation's Housing First Initiative. Stacy Martin will also share a success story with the ICH.

## **FUTURE MEETINGS**

The next regular meeting of the Executive Committee will be June 19, 2015, at the Iowa Finance Authority. Below are the approved Executive Committee meeting dates for the rest of the 2015 calendar year:

- June 19, 2015
- August 21, 2015
- October 16, 2015
- December 18, 2015

## **ADJOURN**

On motion by Mr. Brustkern and seconded by Mr. Beilke-McCallum, the April 15, 2015 Executive Committee meeting was adjourned at 1:12 PM.

## **VOTING MEMBERS PRESENT**

1. Al Axeen (Immediate Past Chair)
2. Zeb Beilke-McCallum, Iowa Coalition Against Domestic Violence
3. Ben Brustkern (Vice Chair), Cedar Valley Friends of the Family
4. Crissy Canganelli, Shelter House
5. David Hagen, Hawkeye Area Community Action Program
6. Stefanie Munsterman-Robinson, Cedar Valley Habitat for Humanity
7. Donna Phillips (Chair), Iowa Attorney General's Office
8. Tony Timm, Central Iowa Shelter & Services
9. Tim Wilson (Secretary), Willis Dady Emergency Shelter

## **OTHERS PRESENT**

1. Amber Lewis, Iowa Finance Authority
2. Josh McRoberts, Iowa Finance Authority